

JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA
Human Resources Office, 498 Ave Lukusa, Kinshasa
Phone 081-8806193; e-mail: HRKinshasa@state.gov

ANNOUNCEMENT NUMBER: 13-35

OPEN TO: All interested candidates
POSITION: **English Language Teaching Services**
OPENING DATE: September 12, 2013
CLOSING DATE: **Open until filled**
WORK HOURS: When Actually Employed (WAE)
SALARY: Information on salary may be obtained from the Human Resources Office

The U.S. Embassy in Kinshasa is seeking for teachers available to teach at CALI during morning and early afternoon hours from 8:00 a.m. to 2:00 p.m.

BASIC FUNCTION OF POSITION

- Provide English Language teaching in accordance with policies, administrative processes/procedures and TEFL guidelines outlined in the CALI Handbook.
- Prepare lessons, supplementary materials and activities, and quizzes, as required, maintaining a high quality of instruction.
- Monitor, assess, and evaluate students' projects, daily work, and progress. Prepare all reports, lesson plans, and grades as required by the Director, Teacher Coordinator (for on-site classes) and Off-site Program Coordinator in a timely manner, as well as reports of any unusual circumstances relating to students, such as absences or low grades.
- Maintain a classroom environment that is conducive to maximal learning.
- Contribute to curriculum development, and outreach activities as requested by the Director, Teacher Coordinator or Off-site Coordinator. Serve on committees that may select, revise, or develop course materials, syllabi, or tests.
- Participate in staff meetings, workshops, seminars, and attend graduation ceremonies.
- Impart a sympathetic understanding of the U.S., its people, history, culture, and government to students.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: A BA degree or higher in English Language Teaching is required.

Experience: A minimum of four years English teaching experience is required.

Language Proficiency: Level IV English (Fluent) is required.

Knowledge: Knowledge of the communicative approach for Teaching English as a Foreign Language (TEFL), and student advising.

Skills and abilities: Excellent communication skills in English. Computer literacy, which includes Internet familiarity.
Knowledge of Excel and Word.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

DEFINITIONS

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he:
 - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
 - Not an EFM; and
 - Not on the travel orders of the sponsoring employee; and
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household

The US Mission is an equal opportunity employer.

CLOSING DATE: Until filled

Drafted: - HR: WBULU

Cleared: - HR: HMULLER

- HR: CKUWAKATA

- CALI: AELLSWORTH (email)

Approved: HRO:CDESILVA